

## The Seal of the State of New Jersey is a circular emblem. It features a central shield with three horizontal stripes. Above the shield is a crest depicting a horse's head. Flanking the shield are two female figures: Liberty on the left, holding a staff with a Phrygian cap, and Justice on the right, holding a scale of justice. The entire scene is encircled by the text "THE GREAT SEAL OF THE STATE OF NEW JERSEY". At the bottom, a ribbon banner reads "LIBERTY AND JUSTICE".

**Land Area (square miles):**  
7,419 Rank: 46/50

Telephone: (609) 530-3200

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

Individual daily visits4,951

Mail requests6,029

Telephone requests2,129

Reference activity decreased slightly over last 2 years (due to severe weather and parking garage construction).

cont.

Arrangement and description activities (FY 1994)

Records arranged and described74.3 cu. ft.  
(43 series)

Descriptions of holdings are provided through:

Nonelectronic finding aids available at State Archives describe 60% of holdings at the record group and 40% at series level.

cont.

**Access to Records in State Archives, cont.****Reference services, cont.****Services provided free of charge:**

Use of reference room  
 Answers to in-state and out-of-state mail requests  
 Commercial use of documents/photos

**Services provided for a fee:**

Photocopies and faxes of documents or finding aids  
 Fees for copies sent No fees have been initiated in last 2 years.

**Arrangement and description, cont.**

**Published finding aids** produced by State Archives describe 4% of holdings at series level

**Automated finding aids** accessible in-house describe 1.4% of State Archives holdings at the record group and series level

**FACILITIES****State Archives Building**

(rented by Division of Archives and Records Management)

Constructed: 1965

Total storage capacity: 14,000 cu. ft.

Percent now occupied: 100%

Already full to capacity

Major renovation planned of secondary facility

Secondary facility rented by Archives houses 33% of total holdings.

Existing environmental controls:

0% year-round temperature controls  
 0% year-round humidity controls  
 100% fire detection  
 0% fire suppression

**State Records Center**

(owned by Division of Archives and Records Management)

Constructed: 1982 Renovated: 1989-91 (shelving)

Total storage capacity: 252,000 cu. ft.

Percent now occupied: 62%

Will be full in 5-10 years

State agencies also store an unknown amount of records in other facilities that they control in lieu of using State Records Center.

Existing environmental controls (NFPA standards and State Fire Code requirements):

0% year-round temperature controls  
 0% year-round humidity controls  
 100% fire detection  
 100% fire suppression

**SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES****Technical assistance provided by (FY 1994):**

No. completed 39 (state agencies)  
 67 (local govt officials)  
 No. of agencies served 39 (state agencies)  
 67 (local govt officials)

**No. of local government units (1992):**

21 counties 550 school districts  
 320 municipalities 486 special districts  
 247 townships

**Services to state and local government agencies**

Training and consultation  
 Labor in agencies (inventorying, processing, conservation)

State Archives has authority to accept original archival records from local governments

**MICROGRAPHICS****Microfilming activities by Division of Archives and Records Management (FY 1994)**

Source document microfilming 28,760,601 images  
 Processing 12,000 rolls  
 Duplicating 11,213 rolls  
 443 fiche

Division provides centralized micrographics services for state and local government agencies.

Division has not experienced redox problems.

Division stores security microfilm for state and for local government agencies when the Division does the original microfilming.

**PRESERVATION POLICIES AND SERVICES****Preservation activities by Division of Archives and Records Management (FY 1994)**

487 sheets cleaned, deacidified, and encapsulated  
 1 volumes repaired and rebound

Division does not have a written preservation plan and but does have a written disaster plan.

Division does not have a preservation officer and or employ a trained, full-time conservator.

New Jersey does not have has a statewide preservation plan.

Division of Archives and Records Management administers a statewide disaster response team.

**AUTOMATED APPLICATIONS**

Division of Archives and Records Management **uses the following automated applications:**

Finding aids	Word Perfect 5.1, Textbank
Accessioning	dBase III Plus
Records scheduling	WANG VS and ISI (proprietary) software
Correspondence	Word Perfect 5.1, Wang VS
Publications	Pagemaker
In-house catalog	dBase III Plus
Patron registration	dBase III Plus

**Electronic Mail**

Division staff can communicate within the Department of State through a government e-mail system.

NASIRE reports that New Jersey has conducted a pilot project in government-wide e-mail tying together Trenton area agencies.

**ELECTRONIC RECORDS**

Division plans to expand records management program to encompass electronic data-processed and image-processed records based on mandate in 1994 statute. Division has partially surveyed/inventoried and scheduled dispositions for electronic records.

Division provides security storage for but has not accessioned electronic records.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1994 statute, effective July 1995  
Includes electronic records but not e-mail.

**Public's right to access to government records**  
provided in statute.

**Restrictions to specific classes of records**  
provided, no time limits set.

**Permanent paper standards**  
None

**Optical imaging standards**  
1994 statute requires Division to promulgate standards

**Admissibility of microfilm**

1954 statute and regulation

**Admissibility of optical images**

1994 statute, effective July 1995

**Admissibility of electronic records**

1994 statute, effective July 1995

**Theft/defacement of a public record**

1954 statute

**Replevin**

1954 statute

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

Assigned to Department of Treasury. Division of Archives and Records Management is active in the state's IRM work.

**Information Policy Coordination**

Constituted formally, assigned to Department of Treasury; Division of Archives and Records Management is active in the state's information policy work.

**Government Information Locator Service**

No activity reported.

**Electronic Access to Government Information and Services**

NASIRE reports that the Department of Labor is instituting kiosks

NGA reports a long list of activities including an online database to link vendors with buyers for contracting opportunities; a GIS to help protect state's natural resources and public health; touch screens to give public access to air quality information.

**FOR FURTHER INFORMATION****State Archives and Records Management**

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## Notes

### Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the New Jersey budget and personnel figures also cover

- service to local governments
- centralized micrographics,
- preservation microfilming,
- records center

The Division's microfilm staff is self-supporting through fees charged to user agencies.

### Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

## Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Keith Betten, Acting Assistant Director, 2300 Stuyvesant Avenue, Trenton, NJ 08625. Telephone: (609) 530-3200.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.